

New Employee **Welcome Guide**

VA



U.S. Department of Veteran Affairs

Midwest Health Care Network
Central Iowa Health Care System



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Learning Experience Day 1

- Learning Services Welcome 7:30 - 8:00 am
- Human Resources 8:00 - 10:30 am
w/A.M. Break
- Union (AFGE/NNU) 10:30 - 11:00 am
- Jumpstart Meeting 11:00 - 11:30 am
- Lunch w/ Supervisor 11:30 - 12:30 pm
(utilize supervisor questionairre)
- ISO/Privacy 12:30 - 1:30 pm
- Stations 1:30 - 4:00 pm
- PAPR (as needed)..... 1:30 - 1:45 pm
- 14-Day Exemptions (All)
- Login and Create Passwords
- Employee Health (as needed)
- Limited to PIV (open until 6:00 pm)
- CBOC/Providers/Off-Cycle

Learning Experience Day 2

- Leadership Welcome 7:30 - 8:00 am
- Human Resources 8:00 - 8:30 am
- Occupational & Safety 8:30 - 9:00 am
- Compliance..... 9:00 - 9:30 am
- Break..... 9:30 - 9:45 am
- Customer Service..... 9:45 - 10:30 am
- Computer Training 10:30 - 11:30 am
- Lunch 11:30 - 12:30 pm
- EEO 12:30 - 1:30 pm
- Hands on TMS Training 1:30 - 2:00
- Break..... 2:00 - 2:15 pm
- VA Connect 2:15 - 3:15 pm
- Wrap Up 3:15 - 4:00 pm

Parking and Buildings

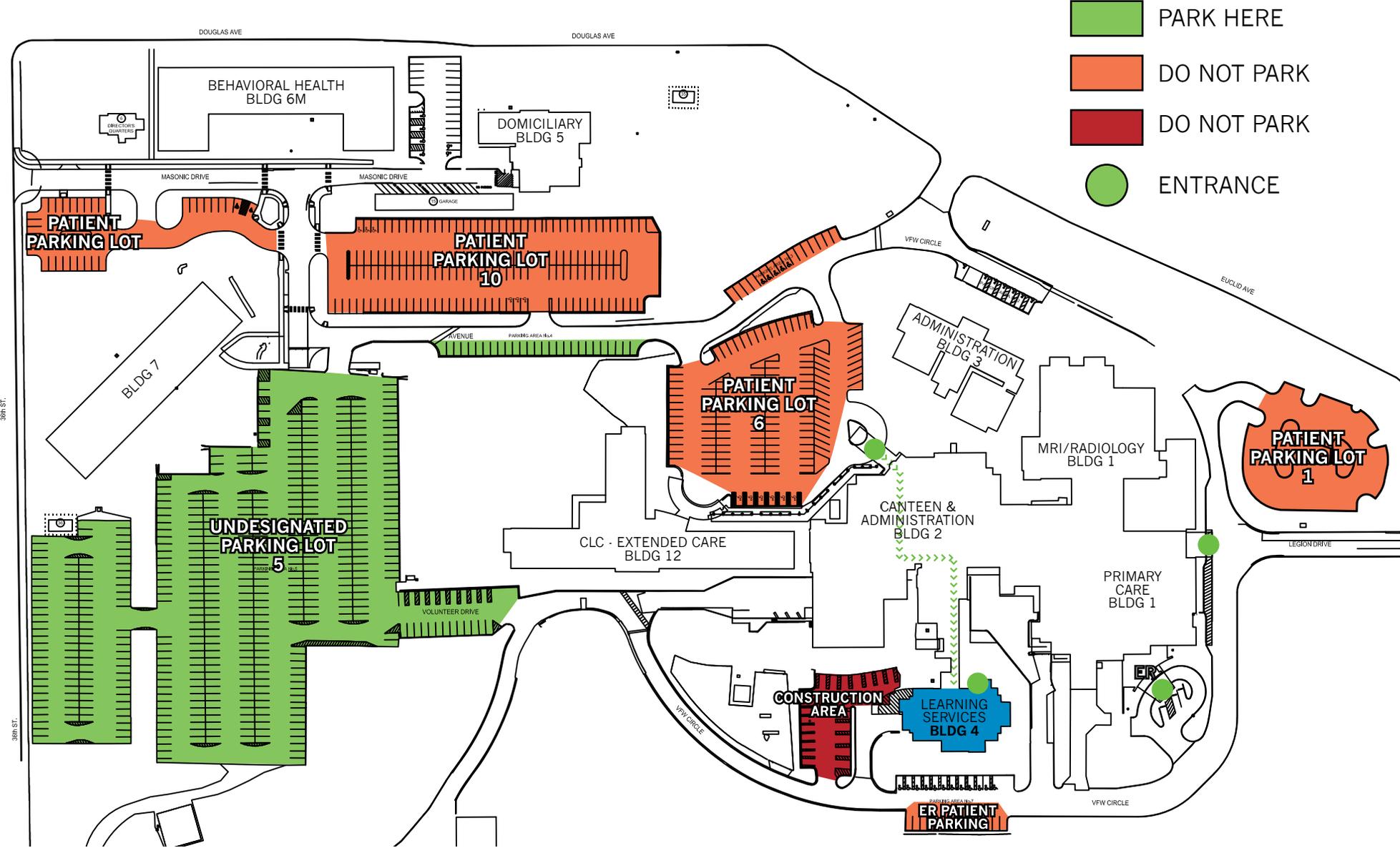
- Parking on campus is sometimes challenging, please allow extra time. The onsite employee parking is Lot 5.
- The offsite parking offers free VA Shuttle service. See map.
- FYI: The shuttle service runs every 15 minutes beginning at 6:20 am thru 9:40 a.m. Monday thru Friday. The afternoon route begins at 3:00 p.m. and runs until 6:05 p.m. If you need transportation between 9:40a.m - 3:00p.m, the transportation crew is available by calling: 515-249-6269.
- The map on the next page will indicate areas where employees can park on campus.
- Building 4 is accessible from the main hospital and is located on the south side of the campus. The information desk in the main lobby can assist you with additional directions, if needed.

Required Documents

- **HUMAN RESOURCES/PIV:** Day 1, please bring any documents requested by Human Resource as described in your new hire information letter previously sent by your Human Resource contact.
- **ID CARD:** In addition, please ensure that you have two approved forms of identification. See attached document.
- **CAR REGISTRATION:** For our parking security, your vehicle(s) will need a VHA Parking Decal. Please complete and bring the VA Vehicle Registration form with required documents: vehicle registration, insurance card, and driver's license.
- **BLS/ACLS:** If you are BLS (CPR) and/or ACLS certified please bring your certification card on Day 2 of orientation. Cards must be American Heart Association (AHA) or Military Training Network (MTN).

[Click icon to fill out/print
VA Vehicle Registration Form](#)

VA Employee Parking



Offsite Parking Shuttle Route

Offsite Shuttle Location: 2300 Euclid Ave, Des Moines



VA HOSPITAL CAMPUS

OFFSITE PARKING

SHUTTLE ROUTE

OFFSITE PARKING

Shuttle leaves from Off-Site to Revolving Door	
6:20 am	8:20 am
6:35 am	8:35 am
6:50 am	9:50 am
7:05 am	10:20 am
7:20 am	11:20 am
7:35 am	1:20 pm
7:50 am	1:50 pm
8:05 am	

Shuttle leaves from Revolving Door to Off-Site	
3:35 pm	5:05 pm
3:50 pm	5:20 pm
4:05 pm	5:35 pm
4:20 pm	5:50 pm
4:35 pm	6:05 pm
4:50 pm	

Call this number for offsite shuttle 515-249-6269

Food & Drink

- A Voucher will be provided for a light breakfast or snack item from the canteen. Vouchers will be handed out in building 4.
- **Day 1:** Lunch is provided by the VA Central Iowa Canteen. Your supervisor or a representative will join you for lunch at 11:30 a.m. Voucher will be provided.
- **Day 2:** Lunch will be at 11:30 a.m. Food will NOT be provided. The Canteen sells grill to order burgers & fries, cafeteria style hot food, as well as a deli style subs. If you prefer, you may bring your insulated lunch box.

Attire

- VA Central Iowa is a professional environment, you can view the appearance in the workplace policy by clicking on the link below.
- Also, with our unpredictable Iowa weather, please dress in layers for your comfort.

**Click icon to view
Appearance in the Workplace Policy**

PIV Credential Identity Verification Matrix

All identity source documents shall be bound to the applicant and shall be neither expired or cancelled. PIV and Non-PIV credentials require two forms of identification, one primary and one secondary. The secondary identity source document may be from the primary or secondary list, but if from the primary list it cannot be of the same type as the primary identity source document example.

Flash Badges may be issued following review of a single primary or secondary identity document including applicant photograph. **FIPS 201-2**

Primary Identity Source Document

- A U.S. Passport or U.S. Passport Card
- A Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- A foreign passport
- An Employment Authorization Document that contains a photograph (Form I-766)
- A Driver's license or ID card issued by a State or possession of the United States provided it contains a photograph
- A U.S. Military card
- A U.S. Military dependent's ID card
- A PIV Card

Secondary Identity Source Document

- A U.S. Social Security Card issued by the Social Security Administration
- An original or certified copy of a birth certificate issued by a state, county, municipality authority, possession or outlying possession of the U.S. bearing an official seal
- An ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph
- A voter's registration card
- A U.S. Coast Guard Merchant Mariner Card
- A Certificate of U.S. Citizenship (Form N-560 or N-561)
- A Certificate of Naturalization (Form N-550 or N-570)
- A U.S. Citizen ID Card (Form I-197)
- An Identification Card for Use of Resident Citizen in the United States (Form I-179)
- A Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)
- A Temporary Resident Card (Form I-688)
- An Employment Authorization Card (Form I-688A)
- A Reentry Permit (Form I-327)
- A Refugee Travel Document (Form I-571)
- An Employment authorization document issued by Department of Homeland Security (DHS)
- An Employment Authorization Document issued by DHS with photograph (Form I-688B)
- A driver's license issued by a Canadian government entity
- A Native American tribal document



New Hire Program

JumpStart is a new employee onboarding program to support all new employees as they begin their career with VA Central Iowa Health Care System. The goal of the program is to improve the satisfaction, engagement, and retention of new employees leading to a successful transition into our organization.

VA Central Iowa Health Care System is the first VA to offer this benefit to new employees.

The JumpStart Program was the recipient of the 2016 VA Diffusion of Excellence Award and named as a VA Top 10 Gold Status Practice.

JumpStart matches new employees with certified employee coaches from the organization who will commit to meeting with the new employee in-person, by phone, or via email once per week for the first 8 weeks. New hires will meet with their coaches on their first day.

For questions, contact Shannon Rudolph Umthum at 699-5701.